

APPENDIX K

U.S. DEPARTMENT OF DEFENSE UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

Supplement to Grant Terms and Conditions (TriService Nursing Research Program)

The following terms and conditions are specific to grant agreements issued to recipients of TriService Nursing Research Program grant awards. These supplemental terms and conditions supersede only the sections specified below:

- MODIFY: **Article 4 – Prior Approvals and Other Authorizations. Transfer of funds** between budget categories when the cumulative amount of such transfers exceeds 25% of the total approved budget for the budget period.
- TO: *Transfer of funds between budget categories when the cumulative amount of such transfers exceeds 10% of the total approved budget.*
- AND: *Transfers into the equipment and travel categories are not permitted without prior approval.*
- DELETE: **Article 4 – Prior Approvals and Other Authorizations. Equipment Purchase.** Prior approval is required, unless otherwise identified in the budget incorporated as part of the award, for the expenditures for individual items of general purpose equipment and specific purpose equipment costing \$5,000 or more.
- TO: *All equipment expenditures must have prior approval. There is no threshold amount.*
- MODIFY: **Article 13 – Publication.** Publication of the research project’s results in appropriate professional journals is encouraged as an important method of recording and reporting scientific information. One copy of each paper submitted for publication shall be submitted to the Attn: USU Office of Research simultaneously with its submission. Following publication, one copy of published papers shall be submitted to the Attn: USU Office of Research (REA).
- TO: *One copy of each paper and presentation must be submitted in advance of publication and presentation to the TSNRP Director.*
- AND: *Following publication, one copy of the published papers shall be submitted to the Attn: USU Office of Research (REA) AND the Director, TSNRP.*
- MODIFY: **Article 14 – Acknowledgment of Sponsorship** - Information released outside USU relating to this Agreement shall contain the Award Number (e.g., xxxxxx-xx-x-xxxx) and the following statements:
- A. “The Uniformed Services University of the Health Sciences (USU), 4301 Jones Bridge Rd., Bethesda, MD 20814-4799 is the awarding and administering office;”
- and:
- B. “This project (or research) is (or was) sponsored by the Uniformed Services University of the Health Sciences (USU); however, the information or content and conclusions do not necessarily

represent the official position or policy of, nor should any official endorsement be inferred on the part of, USU, the Department of Defense, or the U.S. Government.”

The statement at B above is applicable to all information released through any media such as news releases, articles, manuscripts, brochures, advertisements, posters, motion or still photography (including electronic), speeches, trade and professional association proceedings and symposia.

Public release (outside the USU) shall be coordinated with the USU Office of University Affairs. If the public affairs office of another DoD agency or Public Health Service office has reviewed and approved the public release, written approval from this organization must be sent to the USU Office of Research.

When issuing statements describing projects involving U.S. Government funding (whether in whole or in part), the Grantee shall clearly state the percentage and total dollar cost of the project financed by the U.S. Government.

TO:

Information released outside USU relating to this Agreement shall contain the Award Number (e.g., xxxxxx-xx-x-xxxx) and the following statements:

A. "The Uniformed Services University of the Health Sciences (USU), 4301 Jones Bridge Rd., Bethesda, MD 20814-4799 is the awarding and administering office;"

and:

B. This project (or research) is (or was) sponsored by the TriService Nursing Research Program, Uniformed Services University of the Health Sciences; however, the information or content and conclusions do not necessarily represent the official position or policy of, nor should any official endorsement be inferred by, the TriService Nursing Research Program, the Uniformed Services University of the Health Sciences, the Department of Defense, or the U.S. Government.

The statement at B above is applicable to all information released through any media such as news releases, articles, manuscripts, brochures, advertisements, posters, motion or still photography (including electronic), speeches, trade and professional association proceedings and symposia.

Public release (outside the USU) shall be coordinated with the USU Office of University Affairs. If the public affairs office of another DoD agency or Public Health Service office has reviewed and approved the public release, written approval from this organization must be sent to the USU Office of Research VIA THE DIRECTOR TSNRP.

When issuing statements describing projects involving U.S. Government funding (whether in whole or in part), the Grantee shall clearly state the percentage and total dollar cost of the project financed by the U.S. Government

MODIFY:

Article 15. Reporting Requirements. All reports and correspondence submitted under the grant agreement shall include the agreement number (e.g., xxxxxx-xx-x-xxxx). A copy of the transmittal shall be provided to the Designated Government Officials.

A. Progress Reports. The Grantee will submit the Annual Progress Report (see Form 3210 if no other reporting format exists) to the USU Grants Office and Office of Research as a part of request for extension of the grant.

Important: The Progress Report must be accompanied by a financial status report including cumulative funds spent, funds spent during the budget period covered by the report, and remaining unspent balances by budget category.

- B. Final Progress Reports and Termination/Closeout
- C. No more than ninety (90) calendar days after the expiration of the grant, the Grantee is required to submit the following:
 - a. To USU Office of Research (REA) - one copy of a Final Progress Report (USUHS Form 3210 may be used if no other reporting format exists); and
 - b. To USU Grants Management Office (GRT) - one copy of the Financial Status Report (SF 269); and original of Grantee's Release (Attachment 3) and Grantee's Assignment of Refunds, Credits, and Other Amounts (Attachment 4).

MODIFY: ***A. Progress Reports¹: The Grantee will submit the Annual Progress Report (see Form 3210 if no other reporting format exists) to TSNRP as a part of a written request for extension of the grant.***

- 1) ***To TSNRP three (3) copies of an Interim Progress Report six months after the project start date (use TSNRP Interim & Annual Report Format¹ if no other reporting format exists to TSNRP at 4301 Jones Bridge Road, Bethesda, MD 20814. Reports are required regardless of desire for extension of the grant.***
- 2) ***To TSNRP three (3) copies of a Progress Report (use TSNRP Interim & Annual Report Format if no other reporting format exists) to TSNRP at 4301 Jones Bridge Road, Bethesda, MD 20814, no more than ninety (90) calendar days after each anniversary of the start date of the grant. Reports are required regardless of desire for extension of the grant.***

B. Final Progress Reports¹ and Termination/Closeout

- 1) ***To TSNRP three (3) copies, including one electronic copy, of the Final Progress Report (USUHS Form 3210 may be used if no other reporting format exists);***

And

- 2) ***To TSNRP original and one (1) copy of the Financial Status Report (SF 269²); and original of Grantee's Release² (Attachment 3) and Grantee's Assignment of Refunds, Credits and Other Amounts² (Attachment 4).***

¹ TSNRP Interim, Annual, & Final Report Formats are available electronically through the Internet at the TSNRP Web site, <http://www.usuhs.mil/tsnrf/forms/>.

² Financial Status Report (FS269), Grantee's Release, and Grantee's Assignment of Refunds, Credits, and Other Amounts are available electronically through the Internet at the TSNRP web site, <http://www.usuhs.mil/tsnrf/forms/>.

MODIFY: Article 16 – Invoices/payment requests will be submitted to the paying station address cited in the award document.

TO: Invoices/payment requests must be sent to:
TriService Nursing Research Program
ATTN: Invoice Certification
4301 Jones Bridge Road
Bethesda, MD 20814-4799

The TriService Nursing Research Program will certify all payment requests (invoices) and forward to the appropriate Defense Financial Accounting System (DFAS) Pay Office.